



# HÜLLER HILLE

## Solid. Precise. Customised.

HÜLLER HILLE has been making machining centres for heavy-duty machining for over 70 years.

Our employees know how precision works in the international market.



We are seeking to recruit the following role at the earliest opportunity:

# Head of Human Resources [m|f|d]

## Full-time

### Job description

- + Plan and conduct internal | external recruitment
- + Personnel cost planning and statistics including budget planning and human resources controlling (KPIs such as sickness levels, retention rate, etc.)
- + Correctly determine HR-relevant provisions for the annual accounts
- + Create and update job descriptions and ERA examples of different levels
- + Staff training | further training | development
- + Plan and perform analyses, projects and special tasks as well as personnel measures; individual and disciplinary measures taking into account and monitoring statutory and operational provisions
- + Human resources administration including statements and preparing references
- + Ongoing supplements to and review of contract and form systems in human resources; identify areas with potential for improvement; point of contact and negotiating partner for the works council
- + Draft, negotiate and conclude employer | works council agreements
- + Negotiate and conclude collective agreements with IG Metall
- + Represent the company externally on matters relating to human resources, collective agreements, employment law and social security (e.g. industrial tribunal, employment office, tax office, health insurance funds, Deutsche Rentenversicherung (German Pension Insurance), Verband der Metallindustrie (association of the metal industry), etc.)
- + Manage and monitor external HR service providers
- + Assure support for all employees and executives on all personnel issues and advise management

### Your profile

- + Successfully completed degree in business administration (university | university of applied sciences) with a focus on personnel management
- + Many years of experience in human resources at an industrial company
- + Very good knowledge of contract management, contract law and English (written and spoken)
- + Deep knowledge of SAP HR time management system and accounting as well as common MS Office applications
- + Goal-oriented with an analytical, strategic and entrepreneurial mindset and approach
- + Strong soft skills, both integrative and as a moderator, open to change
- + Strong on implementation, resilient with management skills

**We look forward to receiving your application.**

#### HÜLLER HILLE GMBH

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